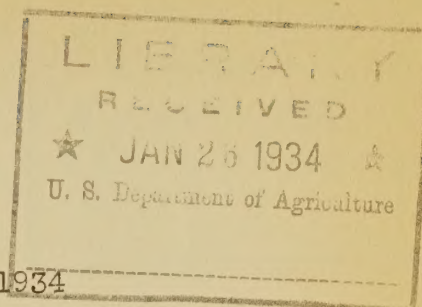


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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



January 11, 1934

GENERAL OFFICE ORDER NO. 24

The Accounting and Auditing personnel of the Licensing and Enforcement Section is hereby transferred to the Office of the Comptroller, effective at once.

*C. C. Davis*

C. C. DAVIS,  
ADMINISTRATOR.

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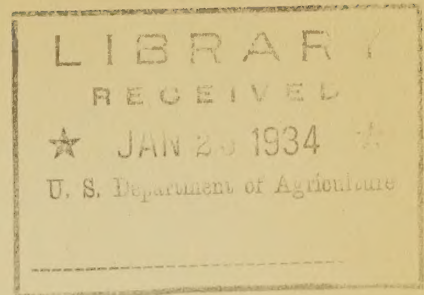
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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



January 12, 1934

GENERAL OFFICE ORDER NO. 25

Effective January 20, 1934, all regional and district offices of the Licensing and Enforcement Section will be discontinued.

C.C. Davis,  
Administrator.

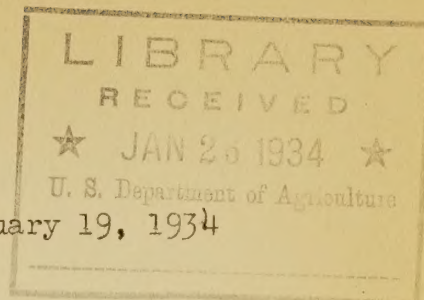




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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

January 19, 1934



GENERAL OFFICE ORDER NO. 26

Effective immediately, the Agricultural Adjustment Administration is hereby reorganized as outlined below:

- I. Office of the Administrator - Chester C. Davis
  1. Office of Manager, Cotton Pool - Oscar Johnston
  2. Office of Special Assistant to the Administrator - Henry P. Seidemann
- II. Office of Business Management - T. Weed Harvey
  1. Personnel Section - John T. Whalen
  2. Property & Supply Section - Carl C. Hudson
  3. Stenographic-Reporting Section - Olive E. Mills
  4. Clearance Section - H. T. Cronin
- III. Division of Finance - Ward M. Buckles
  1. Ways and Means Section
  2. Commodity Credit Section
  3. Budget Section
- IV. Division of Program Planning - H. R. Tolley
  1. Replacement Crops Section - Joseph F. Cox
  2. Statistical Section - F. F. Elliott
- V. Commodities Division - Victor A. Christgau
  - Office of Assistant Director, Production - D. P. Trent
  - Office of Assistant Director, Marketing Agreements and Codes - Jesse W. Tapp
  1. Wheat Section - G. E. Farrell
  2. Corn and Hogs Section - A. G. Black
  3. Tobacco Section - John B. Hutson
  4. Cotton Production Section - C. A. Cobb
  5. Dairy Section - J. H. Mason
  6. Cotton Processing & Marketing Section - Lawrence Myers
  7. Sugar and Rice Section - A. J. S. Weaver
  8. Grain Section - Frank A. Theis
  9. General Crops Section - Jesse W. Tapp
  10. Meat Processing Section - Guy C. Shepard
  11. Cattle and Sheep Section - Harry W. Petrie
  12. Contract Records Section - W. B. Jenkins
  13. Licensing and Enforcement Section - George R. Wicker





- \* \* \*
- VI. Division of Information - Alfred D. Stedman
1. Office of Consumers' Counsel - Frederick C. Howe
  2. Press Section - Paul A. Porter
  3. Speakers Section -
  4. Correspondence, Records and Printing Section -  
Paul R. Preston
- VII. Comptroller's Office - John B. Payne
1. Cotton Audit & Accounting Division - George G. Rhoades
  2. Audit Division - E. E. Naylor
  3. Accounting Division - Frank J. Walsh
  4. Rental Benefits Audit Section - John H. Zabel
  5. Field Audit Section - E. V. Rouse
  6. Special Commodities Section - Philip G. Murphy
  7. Administrative Audit Section - E. E. Glover
  8. County Association Audit Section -
  9. Claims Section - William T. Luman
  10. Licensing and Enforcement Section -
- VIII. Legal Division - Jerome N. Frank
1. Office of General Counsel
  2. Office of Special Adviser, Litigation - Arthur C. Bachrach
  3. Office of Special Adviser, Federal Practice and  
Procedure - J. P. Wenchel
  4. Benefit Contract and Opinions Section - Alger Hiss
  5. Code, Marketing Agreement and License Section -  
Lee Pressman
  6. License Enforcement & Revocation Section - J. H. Lewin
  7. Tax Section - Prew Savoy

*C. C. Davis*

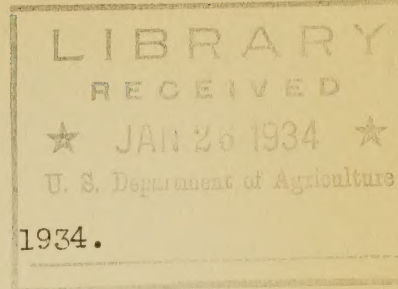
C. C. Davis,  
Administrator.





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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D.C.



January 19, 1934.

GENERAL OFFICE ORDER NO 27

Effective at once, absence under all classes of leave (annual, sick, or leave without pay) will be reported to the Personnel Section of the A.A.A. not later than 1:00 P.M. on the date following such absence. This includes all employees in the A.A.A., whether temporary or permanent, Civil Service or excepted.

Form No. AAA-257, "Daily list of absentees", will be used in reporting absentees to the Personnel Section, noting thereon under Remarks the character of leave or cause of tardiness. Supplies of this form may be obtained through the Correspondence, Records & Printing Section.

Departmental Form No. 17, "Application for leave", will be used in requesting all leave desired.

Applications for annual leave or leave without pay must be forwarded to the Personnel Section immediately upon approval by the Chief of the Division; and in no case shall an application be dated more than two days after the date of absence. Applications for sick leave must be submitted within three days after return to duty.

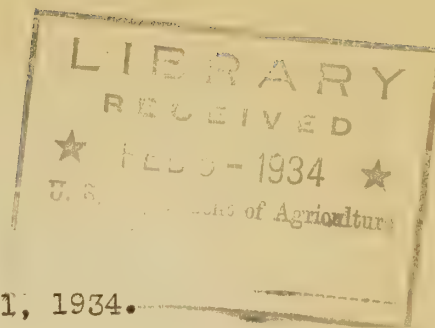
*C. C. Davis*

C. C. Davis,  
Administrator.



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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D.C.



February 1, 1934.

GENERAL OFFICE ORDER NO 28

Subject: Transfer of the Budget Office from the  
Coordination Office to the Finance  
Division.

Those functions of the Coordination Office established  
under Paragraph 5, General Office Order No. 2, are hereby  
transferred to the Finance Division and General Office Order  
No. 4 is amended accordingly.

Hereafter all statements of estimated revenues and  
expenditures to be submitted to the Department Budget Office,  
or to other Departments, Bureaus or Offices will be prepared  
by the Office of the Director of Finance.

C. C. Davis  
Administrator.





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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.

February 1, 1934

GENERAL OFFICE ORDER NO. 29

Subject: Procedure governing the Submission and Approval of Requests for Authorization of Reimbursement or Transfer of Appropriation for services rendered the Agricultural Adjustment Administration by the Department of Agriculture agencies or other Agencies of the Federal Government.

Supplementing the Secretary's instructions, dated July 29, 1933, all requests for authorization of reimbursement or transfer of appropriation for services rendered the Agricultural Adjustment Administration by Department of Agriculture agencies or other agencies of the Federal Government will hereafter be prepared in accordance with Exhibit A (revised), typing six copies thereof.

Memoranda will be prepared by the office or section in the Agricultural Adjustment Administration in every instance where services are required by other departmental or governmental agencies. These memoranda will substantiate fully the need for the service to be rendered, and must be approved by the division or office head before submission to the agency. The official requests (Exhibits A) will be prepared by the bureau which is to perform the service and will, likewise, fully substantiate the estimates of cost submitted, copies of the initiating memoranda being attached thereto.

Paragraphs 1 and 3 of Secretary's memorandum on this subject, dated July 29, 1933, are again brought to the attention of all concerned:

- "1. Where the service required can be rendered incidentally to the regular work of a bureau or office, and without other than additional expenses of a minor and inconsequential amount which the bureau concerned may defray as a matter of course, no special financing will be provided.
- "3. Reimbursement will be allowed only for actual additional expense as of record and no obligation will be incurred until the bureau or office concerned is notified of the approval of the request."





The original copy of the Exhibit A will be signed by the officers indicated thereon after concurring officers have initialed it.

The remaining five copies should all be stamped with facsimile signatures of the officers who have signed the original.


The preparing bureau will forward the request (six copies) to the office or section in the Agricultural Adjustment Administration initiating the request.

The initiating office or section head (Agricultural Adjustment Administration) will examine the estimates carefully, request revision thereof by the requesting bureau if the services to be rendered are inadequate or excessive, and upon approval will initial under the line for his superior officer's signature and forward the request for the latter's action.

The superior officer will, upon receipt, examine the request, return it to the initiating officer for revision, if necessary, or upon approval affix his signature and forward the request to the Finance Division, Budget Section, Room 4337, South Building.

The Budget Section will make such investigations as may be required to determine the necessity and adequacy of the service, coordinate with the Comptroller as to the availability of the funds and upon approval will attach such memoranda of explanation as may be required, initial under the line for the signature of the Director of Finance and forward the request to the Director of Finance for his action.

The Director of Finance will, upon receipt, examine the request, return it to the Budget Section for revision, if necessary, and upon approval affix his signature and forward the request to the Administrator for his action.

  
C. C. Davis,  
Administrator.



Jan. 1934

EXHIBIT A

Request for Authorization to Perform  
Reimbursable Service Required in the Administration of  
Agricultural Adjustment Act \*

or

Request for Transfer of Funds for Services Required  
in the Administration of Agricultural Adjustment Act \* \*

Bureau \_\_\_\_\_

Date \_\_\_\_\_

(Indicate title of Bureau making request)

A. Object and description of services to be rendered, their purpose, the plan of operation, etc.:

(Explain in sufficient detail to make entirely clear; also show specifically why such service should be financed by A.A.A. funds.)

B. By whom requested in Agricultural Adjustment Administration:  
 (Indicate name and title of section head initiating proposal)

C. (1) Budget of Estimated Expenditures, by objects, covering period from

\_\_\_\_\_ to \_\_\_\_\_  
 (Date) (Date)

## Personal Services:

Positions

Base Pay  
Rates

Estimated  
Expenditures

Departmental

(List positions separately or by salary rates or other like groups, one list for Departmental and another for Field, giving separate total for each group and combined total for all personal services).

Total, Departmental Salaries ..... \$ \_\_\_\_\_

Field

(List same as shown above under "Departmental").

Total, Field Salaries ..... \$ \_\_\_\_\_

Total for Salaries, D. C. and Field.....

Less 15% pay reduction .....

01	Personal Services - net .....	\$ _____
02	Supplies and Materials .....	
05	Communications (Explain) .....	
06	Travel (Explain) .....	
30	Equipment (Explain).....	
--	Other estimated expenditures (list by standard objective classification and explain) .....	_____

Total estimated expenditure ..... \_\_\_\_\_

\* This heading to be used when the performing bureau has sufficient funds to finance the requested service pending reimbursement. This method is preferable

\*\* This heading to be used when the performing bureau has not sufficient funds to finance the requested service pending reimbursement.





(2) Breakdown for Estimated Expenditures under C (1) by  
Commodities and States:

<u>State</u>	<u>Wheat</u>	<u>Cotton</u>	<u>Tobacco</u>	<u>Total</u>
District of Columbia .....				
Arizona .....				
Alabama .....				
Etc. ....				
Total .....				

Submitted by

Chief, Bureau of

Approved, Agricultural Adjustment Administration:

Director of Division or Office Head (Date ) \_\_\_\_\_  
(Indicate proper title)

Director of Finance (Date) \_\_\_\_\_

Administrator (Date) \_\_\_\_\_

Approved:

Secretary of Agriculture (Date) \_\_\_\_\_

(Use letter-size paper; follow outline above indicated - submit  
original and five carbons to A.A.A.)





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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D.C.

February 1, 1934

GENERAL OFFICE ORDER NO. 30

Pursuant to the report of a Special Committee appointed to consider and recommend a proper set-up and procedure for the efficient handling of license enforcement, dated January 22, 1934; General Office Order No. 26, issued January 19, 1934, is hereby amended, effective immediately, as indicated herein:

There is hereby created a standing committee known as Coordination Committee with the following officers of the Agricultural Adjustment Administration as members thereof:

The Administrator, Chairman  
The Director of the Commodities Division, Vice-Chairman  
The Comptroller  
The General Counsel  
The Assistant Director of the Commodities Division  
In Charge of Production  
The Assistant Director of the Commodities Division  
In Charge of Marketing Agreements  
The Chief of the Field Investigation Section of the  
Commodities Division

The duties of the Coordination Committee shall be to coordinate the activities of the various sections of the Administration dealing with enforcement matters and to consider and report upon all questions of administrative enforcement policy.

Section No. 10 of Division No. VII, known as the Licensing and Enforcement Section of the Comptroller's Office, is hereby abolished and the personnel thereof transferred to the Field Audit Section of the Comptroller's Office.

Section No. 13 of Division No. V, known as the Licensing and Enforcement Section of the Commodities Division, is hereby abolished and a new section No. 13 of the Commodities Division is hereby created, known as "Field Investigation Section" with Mr. George R. Wicker as the chief thereof. The personnel of said section shall consist of its administrative officers and clerical staff, field representatives and field investigators.



The designation of Division VIII, Legal Division, is hereby changed to "Office of the General Counsel", and the Sections thereof numbered 2 - 7, inclusive, are numbered 1 - 6, inclusive.

For the information and guidance of all divisions and sections thereof, a copy of said report of the Special Committee dated January 22, 1934, shall be sent to the respective directors and chiefs thereof.

  
C. C. Davis,  
Administrator.





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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

February 13, 1934.

GENERAL OFFICE ORDER NO. 31

Hereafter all correspondence addressed to the Comptroller General of the United States requesting advance decisions on matters pertaining to the Agricultural Adjustment Administration will be forwarded to the Comptroller of the Agricultural Adjustment Administration, the Disbursing Clerk of the Department, and to the Coordinator for concurrence and initialing before being submitted to the Administrator for approval.

In this connection, the attention of all administrative officers, including heads of divisions and sections, is called to General Orders Nos. 10 and 19.

*C. C. Davis*

C. C. Davis  
Administrator.



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U. S. DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D.C.

March 1, 1934.

GENERAL OFFICE ORDER NO. 32

The Office of the Comptroller is hereby designated to supervise matters relating to bonds or insurance. All bonds and insurance policies will be filed in that office.

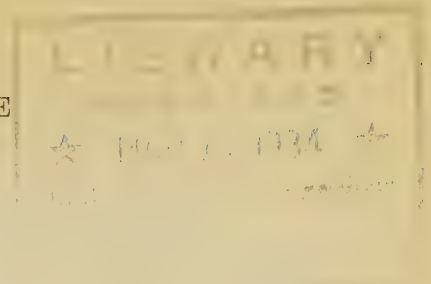
*C. C. Davis*

C. C. Davis,  
Administrator.





UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

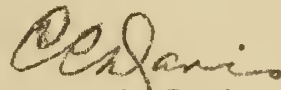


March 6, 1934

GENERAL OFFICE ORDER NO. 33

General Office Order No. 26 issued January 19, 1934 as amended by General Office Order No. 30 dated February 1, 1934 is hereby further amended effective immediately as indicated below:

To the Coordination Committee as established in the above numbered General Office Orders shall be added the Consumers' Cotinse.

  
C. C. Davis  
Administrator



UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D.C.

March 13, 1934.

GENERAL OFFICE ORDER NO. 34

General Office Order No. 26, dated January 19, 1934, is hereby further amended:

Section IV reads:

- Division of Program Planning - H. R. Tolley
1. Replacement Crops Section - Joseph F. Cox
  2. Statistical Section - F. F. Elliott

It should now read:

- Division of Program Planning -
- H. R. Tolley - Director  
Mordecai Ezekiel - Assoc. Director
1. Production Planning Section -  
F. F. Elliott
  2. Replacement Crops Section -  
Joseph F. Cox
  3. Import and Export Section -  
L. R. Edminster
  4. Land Policy Section
  5. Marketing Planning Section
  6. Agricultural-Industrial Relations Section -  
L. H. Bean

The functions of these sections of the Division of Program Planning are embodied in a functional chart of this Division approved by me, March 5, 1934.

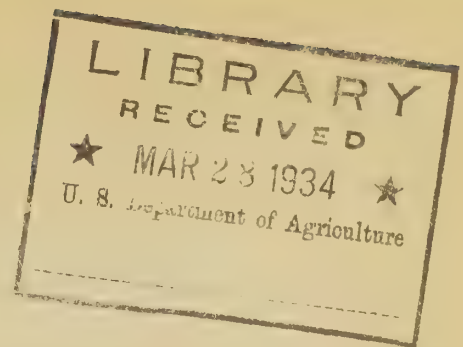
  
C. C. Davis  
Administrator





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Ad 43

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



March 16, 1934,

GENERAL OFFICE ORDER NO. 35

As provided under chart dated January 30 and General Office Order No. 26, dated January 19, 1934, the scope of activities of the Division of Finance is enlarged and broadened to include Ways and Means, Budget, Commodity Credits and all other matters of finance.

Ways and Means.

In order that ways and means may be found to finance the activities of the Administration, the head of each office, division, and section initiating the program will consult with the Director of Finance concerning any plans involving the expenditure of funds by the Administration, and the Director of Finance shall cooperate with the initiating section in formulating the financial aspects of the proposed plan, which plan, together with any proposed regulations affecting the imposition of taxes in connection with commodity programs, shall be accompanied by his recommendation when submitted to the Administrator for approval.

The Budget.

In order to provide a method of effecting control of expenditures, it shall be the duty of the heads of each office, division, and section, in cooperation with the Director of Finance, to prepare annual budgets, both for administrative operations and rental and benefit payments in connection with commodity programs, which budgets shall be approved by the Director of Finance when submitted to the Administrator for approval.

All divisions and sections are limited in expenditures for the current fiscal year to the amounts approved unless such allotments are revised.

It shall be the duty of the Division of Finance to analyze periodically the condition of the budget of all offices, divisions and sections, and to report to the respective heads thereon, and to cooperate with the various divisions and sections in recommending for the Administrator's approval any necessary revisions of allotments, and all revisions of allotments shall be approved by the Director of Finance before submission to the Administrator for his approval.

Commodity Loans.

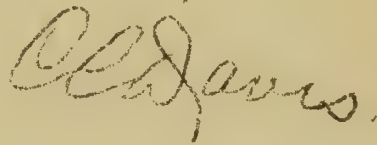
In connection with all programs involving commodity loans and payments for removal of surplus commodities, it shall be the duty of the Division of Finance, in coordination with commodity section heads, to develop plans for such loans and surplus payments and to establish and maintain contacts with the Commodity Credit Corporation or such other agencies as may be involved.

General.

It shall be the duty of the Director of Finance to coordinate the financial part of all programs, and all divisions and sections are respectfully requested to cooperate with him in order that the financing activities of the Agricultural Adjustment Administration may be centralized in the Division of Finance.

All contacts, correspondence, estimates, and reports with or for other governmental departments and agencies regarding the financial activities (other than accounting) of the Administration shall be referred to and handled by the Division of Finance; and all inquiries and correspondence relating to taxes in connection with commodity programs shall be referred to that division for attention.

The Division of Finance should be given notice of all conferences and hearings dealing with any phase of finances affecting the Agricultural Adjustment Administration so that a representative of that division may be present if deemed advisable or necessary.



C. C. DAVIS  
Administrator.

Ad 43

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D.C.

★ APR 1 1934 ★  
U. S. Department of Agriculture

March 21, 1934

GENERAL OFFICE ORDER NO. 36

Subject: Procedure relating to estimates of expenditures by divisions, offices, and sections of the Agricultural Adjustment Administration in connection with work on National Recovery Administration codes.

In accordance with the request of Federal Emergency Administrator of Public Works in a letter dated February 28, 1934, funds in the amount of \$250,000 were transferred by the Treasury to the Agricultural Adjustment Administration and made available for direct expenditure in connection with work on National Recovery Administration codes, under the following appropriation title:

"3-03/5640.22 National Industrial Recovery, Agricultural Adjustment Administration (N.R.A. Codes), 1933-35".

Expenditures have already been incurred in the formulation and administration of codes by the various administrative offices, divisions and sections to which such work has been assigned, and these expenditures have been charged either to appropriation 3X017 or appropriation 3X018. Now that funds have been specifically provided for the conduct of the work by the Agricultural Adjustment Administration on the codes, it will be necessary for each office, division and section concerned to prepare an estimate of the cost of this work for the period from June 26, 1933 to March 31, 1934, presenting this estimate preferably by objective classification of expenditure. This estimate should be submitted promptly to Mr. John B. Payne, Comptroller, so that steps may be taken immediately to request the General Accounting Office for a transfer and counter settlement to charge the new appropriation and credit the appropriations out of which the expenditures have heretofore been made.

All expenditures pertaining to work on the National Recovery Administration codes commencing with April 1, 1934 must be charged to the new appropriation which has provided funds for that purpose. It is essential, therefore, that each office, division and section concerned furnish an allotment advice on Form No. 2012, as set forth in General Office Order No. 4 dated October 5, 1933, covering the administrative expenses in connection with codes for the period from April 1, 1934 to June 30, 1934, inclusive. The caption of the first column on this form should be changed to "To March 31, 1934", and the caption of the second column to "April 1, 1934 to June 30, 1934". Since the estimates covering



work on National Recovery Administration codes have previously been included in the approved allotments of expenditures by the office, division or section, such allotments will be reduced by the amounts shown in the estimates pertaining to work on the codes.

Each office, division and section performing work on the codes will take such steps as may be necessary in order to be in position at the close of each month, commencing with April, 1934, to advise the Office of the Comptroller, Agricultural Adjustment Administration, by memorandum, the pro rata amount of the payroll of the office, division or section which should be charged against the new appropriation. This information must be submitted promptly in order that the payroll may be approved and payment of salaries made without delay.

All vouchers submitted on April 1, 1934 and thereafter, covering travel and other necessary expenses pertaining to work on the codes, must plainly indicate that the expenditures are applicable to such work.

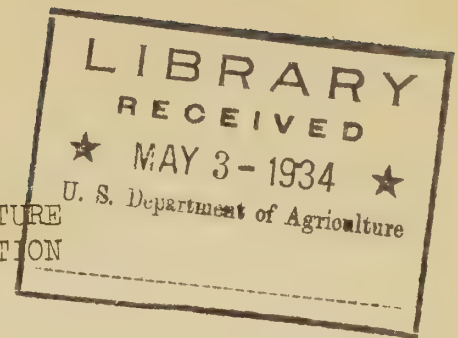
In cases where bureaus of the Department are cooperating with the Agricultural Adjustment Administration in the work on the National Recovery Administration codes, the fact that the expenditures arise in connection with this work must also be plainly indicated on all vouchers submitted, and reference should be made to the allotment exhibit number under which the expenditures were authorized.



C. C. DAVIS,  
Administrator.

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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D.C.



April 23, 1934.

GENERAL OFFICE ORDER NO. 37.

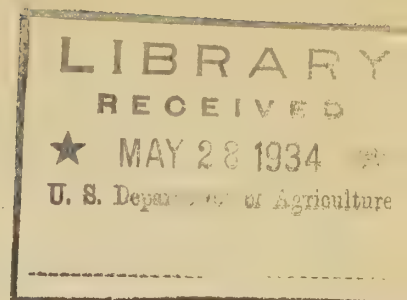
The Compliance Section, with Dillon S. Myer as Chief, is hereby established as a unit of the Commodities Division, Agricultural Adjustment Administration, effective immediately.

*C. C. Davis*  
C. C. DAVIS,  
Administrator.



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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
WASHINGTON, D. C.



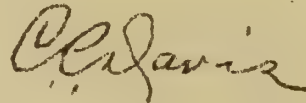
GENERAL OFFICE ORDER NO. 38

In order to secure compliance with the terms of paragraph 9 of the Corn Loan Agreement, the following procedure is established:

- (1) County Corn-Hog Committees will report all cases of non-compliance to the Corn Loan Field Supervisor serving the district, giving the name of the delinquent borrower, the amount of the loan, name and location of the lending agency handling the loan, farm warehouse certificate number, and all facts pertaining thereto.
- (2) The Field Supervisor will take appropriate measures to secure compliance by contacting the delinquent borrower, either direct by letter, or through personal interview by the Corn Loan Field Inspector located in the territory.
- (3) Cases failing to respond to this effort will be reported to the Finance Division in full detail by the Field Supervisor, who will send with his report, a statement of the local Corn-Hog Committee setting out in detail reasons for the borrower's delinquency. All delinquent borrowers shall be given an opportunity to submit a similar statement setting forth their side of the case.
- (4) Upon receipt of the above reports, they will be transmitted to the Corn-Hog Section. Such cases, as in the opinion of the Corn-Hog Section, justify recision of the loan agreement or require the calling of the loan, will be referred back to the Finance Division where appropriate steps will be taken to advise Commodity Credit Corporation of the action recommended.



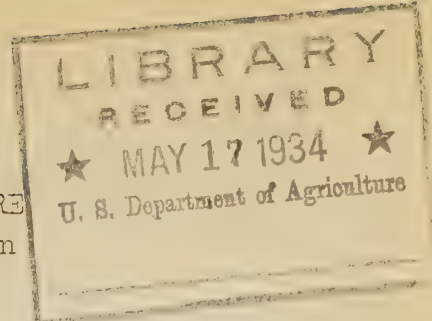
- (5) In cases of flagrant violation, where it is considered feasible to proceed with civil action to enforce specific performance of contract under the provisions of paragraph 9, a recommendation to this effect will be prepared by the Corn-Hog Section and will be transmitted to the Finance Division, together with the information referred to in subparagraph 2. This recommendation and accompanying papers will then be forwarded to the Legal Division with a request to examine and prepare the case for action if deemed advisable.



C. C. Davis  
Administrator

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Ad 9G

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



May 11, 1934

GENERAL OFFICE ORDER NO. 39

Effective at once, the Sugar Section, Commodities  
Division, is hereby established as a separate section  
with John E. Dalton as chief.

A handwritten signature in cursive script, appearing to read "C. C. Davis".

C. C. DAVIS,  
Administrator.



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Ad 1G

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.

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★ MAY 17 1934 ★  
U. S. Department of Agriculture

May 11, 1934

GENERAL OFFICE ORDER NO. 40

Effective at once, the Rice Section, Commodities  
Division, is hereby established as a separate section  
with Charles C. Miller as chief.

*C. C. Davis*

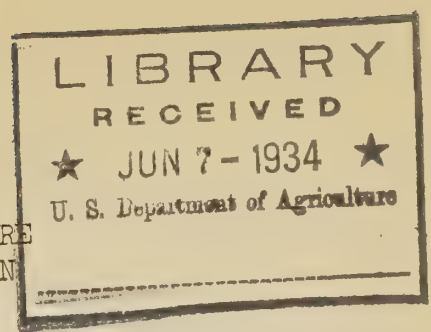
C. C. DAVIS,  
Administrator.





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Ad 4A

UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.  
May 21, 1934.



GENERAL OFFICE ORDER NO. 41

The Drought Relief Service is hereby established  
as a unit of the Agricultural Adjustment Administration.

Dr. E. W. Sheets is designated Director of Drought  
Relief, and Col. P. G. Murphy, Assistant Director.

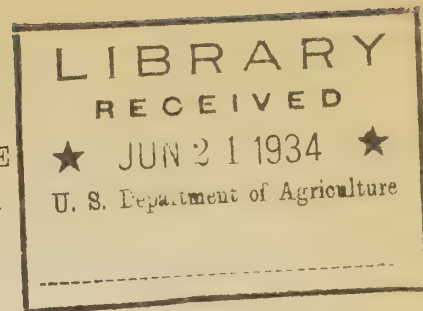
A handwritten signature in cursive script, appearing to read "C. C. Davis".

C. C. DAVIS,  
Administrator.



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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



June 13, 1934.

GENERAL OFFICE ORDER NO. 42

The Special Commodities Section, Office of the  
Comptroller, is hereby transferred to the Commodities  
Division, Agricultural Adjustment Administration.

Furthermore, the name of the section is changed  
from Special Commodities Section to Commodities Purchase  
Section. Col. Phillip G. Murphy is designated as Chief.

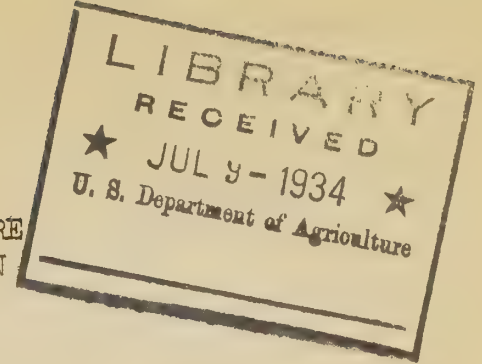
*Chester C. Davis*  
Chester C. Davis  
Administrator.





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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.



June 25, 1934.

GENERAL OFFICE ORDER NO. 43

Effective at once the Meat Processing Section,  
including equipment and personnel, is hereby transferred  
to the newly created Commodities Purchase Section of the  
Commodities Division.

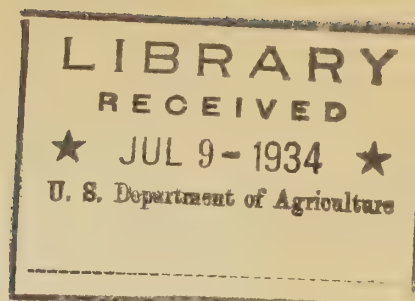
*Chester C. Davis*

Chester C. Davis,  
Administrator.



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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D. C.



June 26, 1934.

GENERAL OFFICE ORDER NO. 44

Effective at once, the Contract Records Section of the Commodities Division and the Rental and Benefit Audit Section of the Office of the Comptroller are hereby consolidated into one section and placed in the Office of the Comptroller. The new section is designated as the "Rental and Benefit Audit Section".

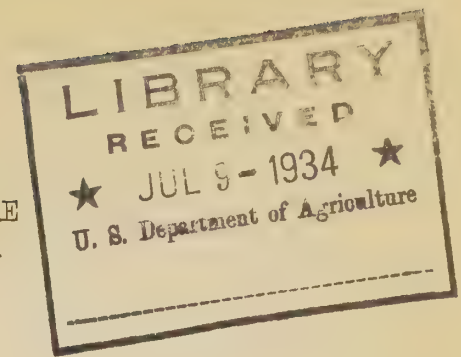
A handwritten signature in cursive script, reading "C. C. Davis".

C. C. DAVIS,  
ADMINISTRATOR.



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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



July 2, 1934

GENERAL OFFICE ORDER NO. 45.

There is hereby established, under the general direction of the Director of the Division of Program Planning, a new section to be known as the "Agricultural Rehabilitation Section". Mr. J. Phil Campbell has been designated as Chief of this Section.

The functions of this Section will be:

To maintain liaison between the Agricultural Adjustment Administration and Federal Emergency Relief Administration and the Extension Service, with a view to establishing close contact with these agencies and the effect of the rehabilitation program on the Agricultural Adjustment Administration.

To plan and advise with these Federal Agencies, coordinating their activities as they may affect the Agricultural Adjustment program.

To contact various state agencies having to do with this work, advising and cooperating with them in the development of programs in their respective states.

*Chester C. Davis*

Chester C. Davis,  
Administrator.



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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D.C.



July 11, 1934.

GENERAL OFFICE ORDER NO. 46

The Coordination Committee established in General Office  
Order No. 30, dated February 1, 1934, is hereby abolished.

Effective at once, the General Committee on Organization  
and Coordination is created with membership as follows:

Ward M. Buckles,	Director, Finance Division - Chairman
William E. Byrd, Jr.,	Assistant to Administrator - Secretary
H. P. Seidemann,	Special Asst. to Administrator
Victor A. Christgau,	Director, Commodities Division
Jesse W. Tapp,	Asst. Dir., Commodities Division

A handwritten signature in cursive script, appearing to read "C. C. Davis".

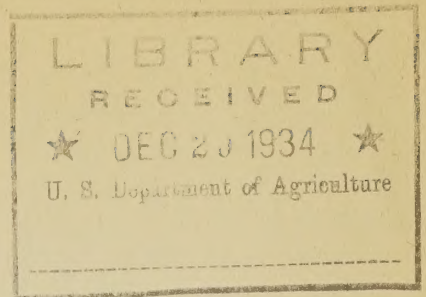
C. C. Davis,  
Administrator



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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Adjustment Administration  
Washington, D. C.



December 13, 1934

GENERAL OFFICE ORDER NUMBER 47 (Revised)

To give full effect to General Office Order Number 47, issued August 29, 1934, the text thereof is revised to read as follows:

The Field Investigation Section will be responsible for all auditing, systematizing and general accounting work other than that described below, relating to the administration and enforcement of codes, agreements and licenses.

The Comptroller will continue to perform auditing and accounting work relating to marketing agreements or licensing and enforcement activities involving:

- (a) Expenditure of Government funds, as in the case of the North Pacific Emergency Export Association.
- (b) Receipt and disbursement of special or trust funds, as in the case of the production control features of the rice agreements.
- (c) Industry-wide audits, such as the audit of the Southern Rice Industry.

The personnel of the Field Audit Section of the Office of the Comptroller now engaged in the auditing work relating to licensing and enforcement activities affected by this order, (not required by the Comptroller for other activities) may be available for transfer to the Field Investigation Section of the Commodities Division.

This order was effective as of September 1, 1934.

*Chester C. Davis*  
Chester C. Davis.



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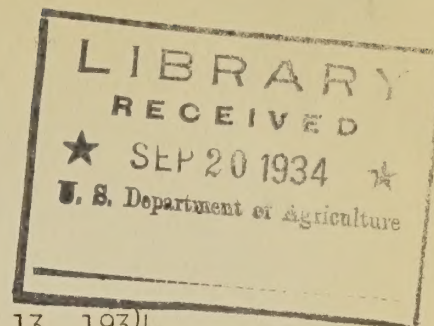
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WASHINGTON, D. C.



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UNITED STATES DEPARTMENT OF AGRICULTURE  
AGRICULTURAL ADJUSTMENT ADMINISTRATION  
Washington, D.C.



September 13, 1934.

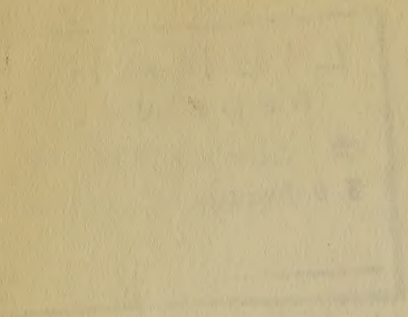
GENERAL OFFICE ORDER NO. 48

The Drought Relief Service, as established in General Office Order No. 41, has been discontinued as of August 17, 1934.

Colonel Philip G. Murphy, Chief of Commodities Purchase Section, has been designated to assist the Director, Commodities Division, and will act as coordinator of all drought relief activities in the Department.

A handwritten signature in cursive script, appearing to read "C. C. Davis".

C. C. Davis,  
Administrator.



UNITED STATES DEPARTMENT OF AGRICULTURE  
BUREAU OF PLANT INDUSTRY  
WASHINGTON, D. C.

CERTIFICATE OF ANALYSIS

The sample of *...* submitted to the Bureau of Plant Industry for analysis, and found to contain the following substances in the following amounts:

*...*

*...*

*...*

*...*

*...*

*...*  
C. J. Davis  
Analyst